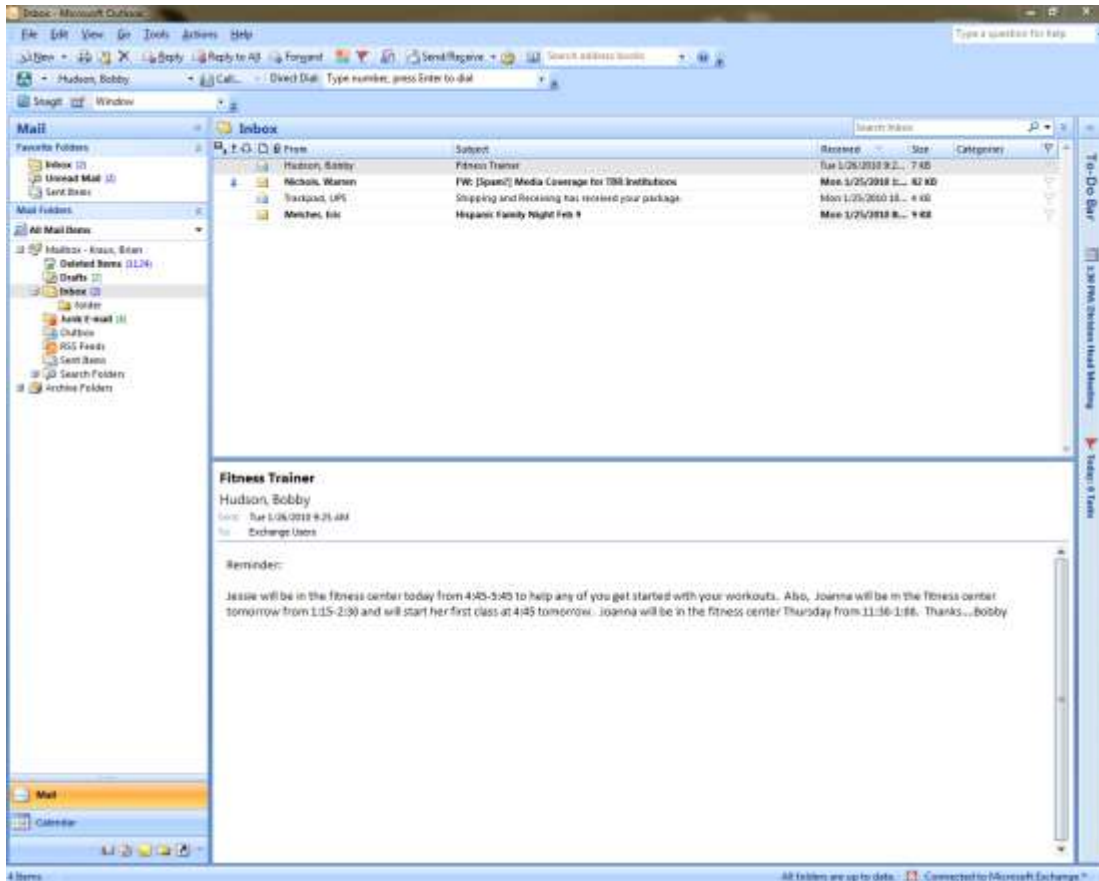
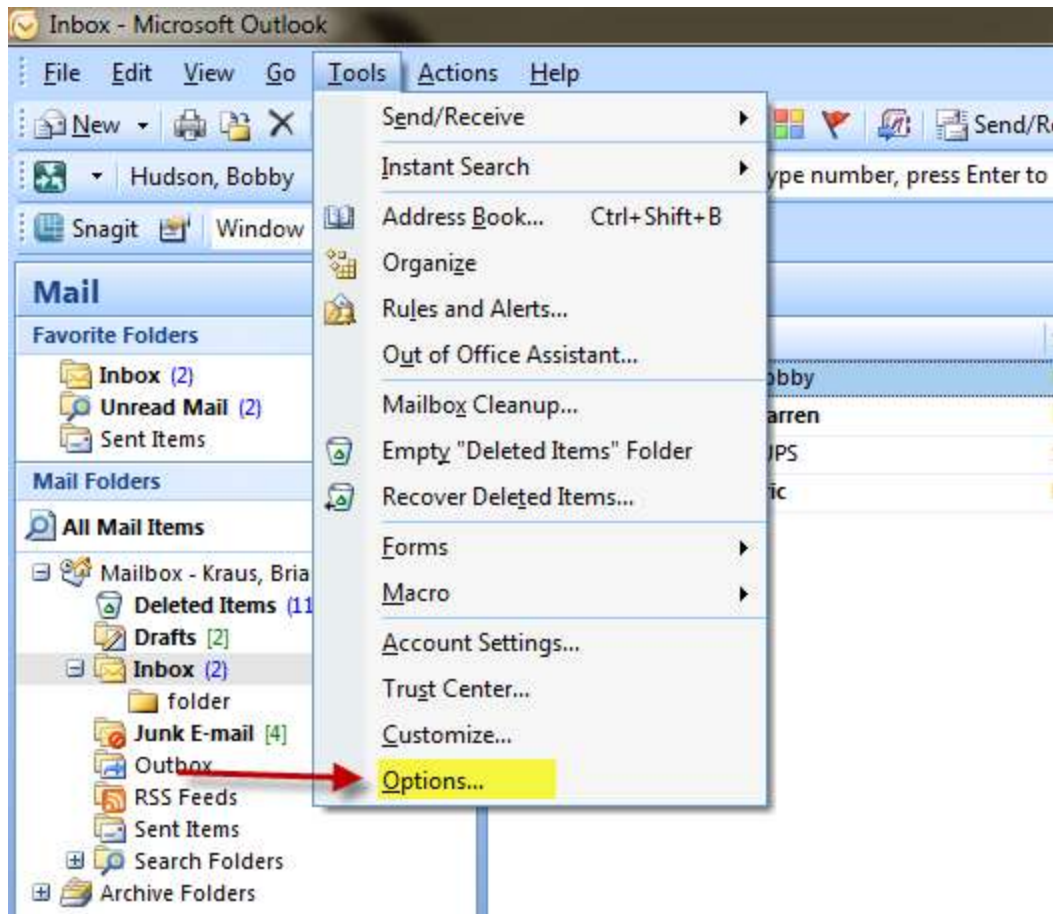


Creating Personal Folders

Open your Outlook Mail client

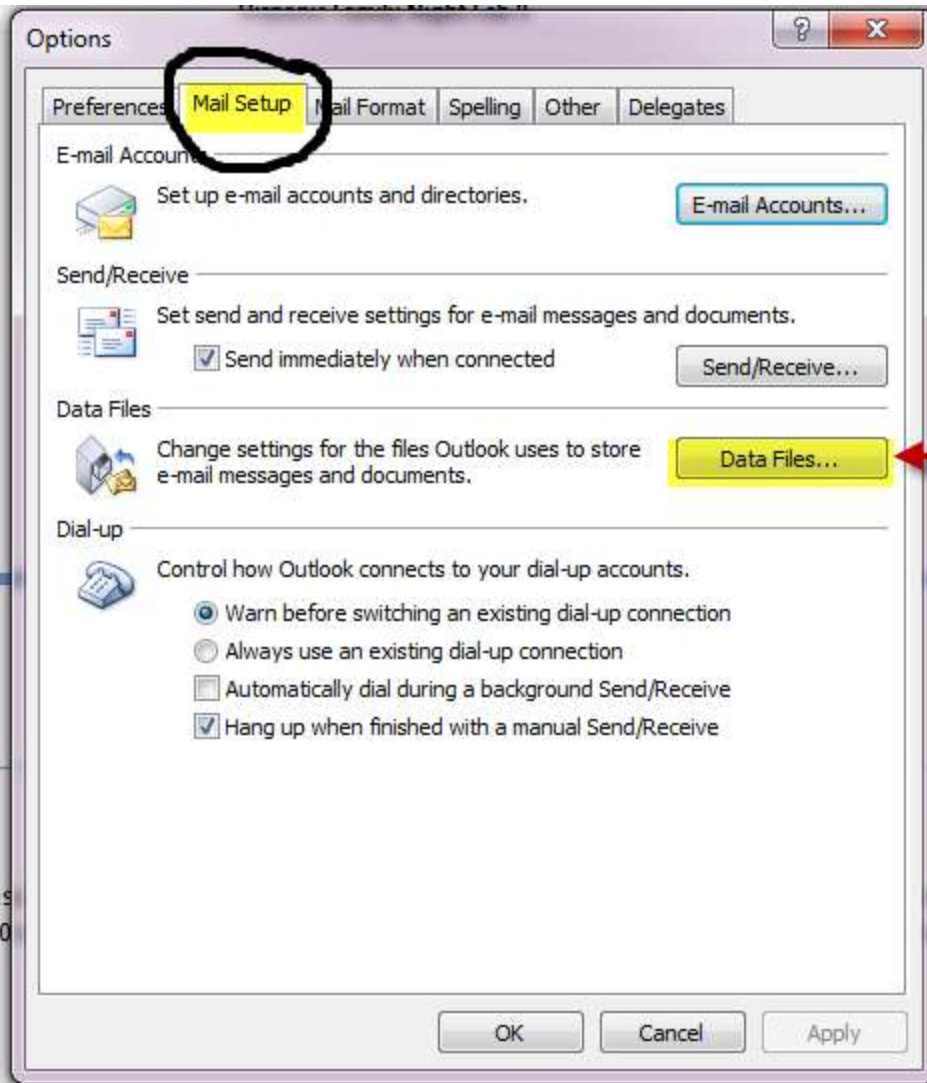


Click on the Tools menu and select Options



Select the *Mail Setup* tab and click on *Data Files*

Eric

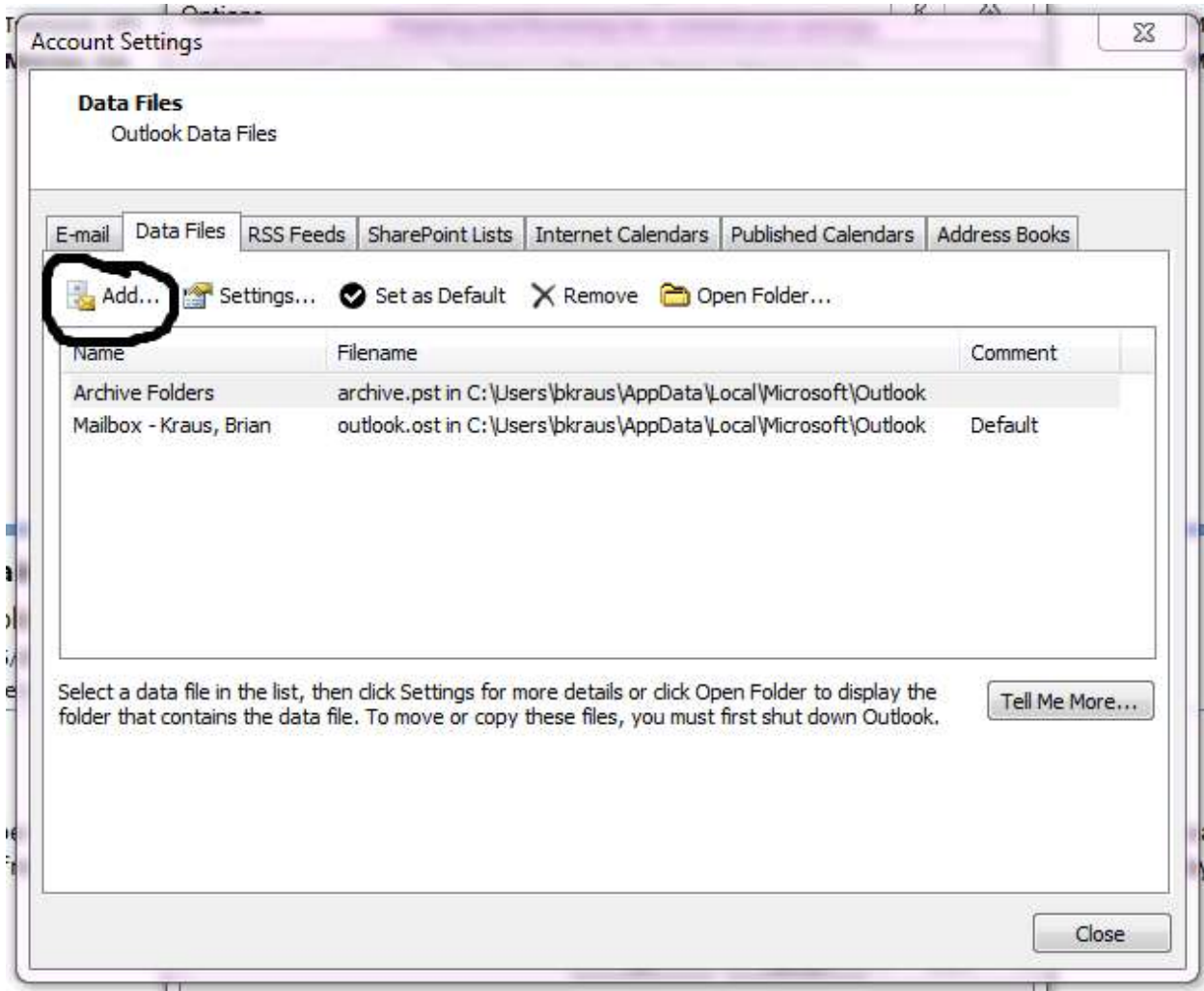


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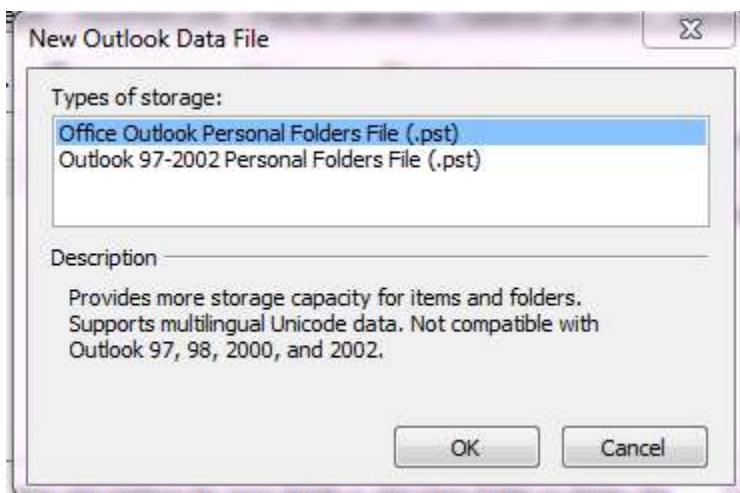
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The *Account Settings* window will appear. Click on the *Data Files* tab and then click *Add...*

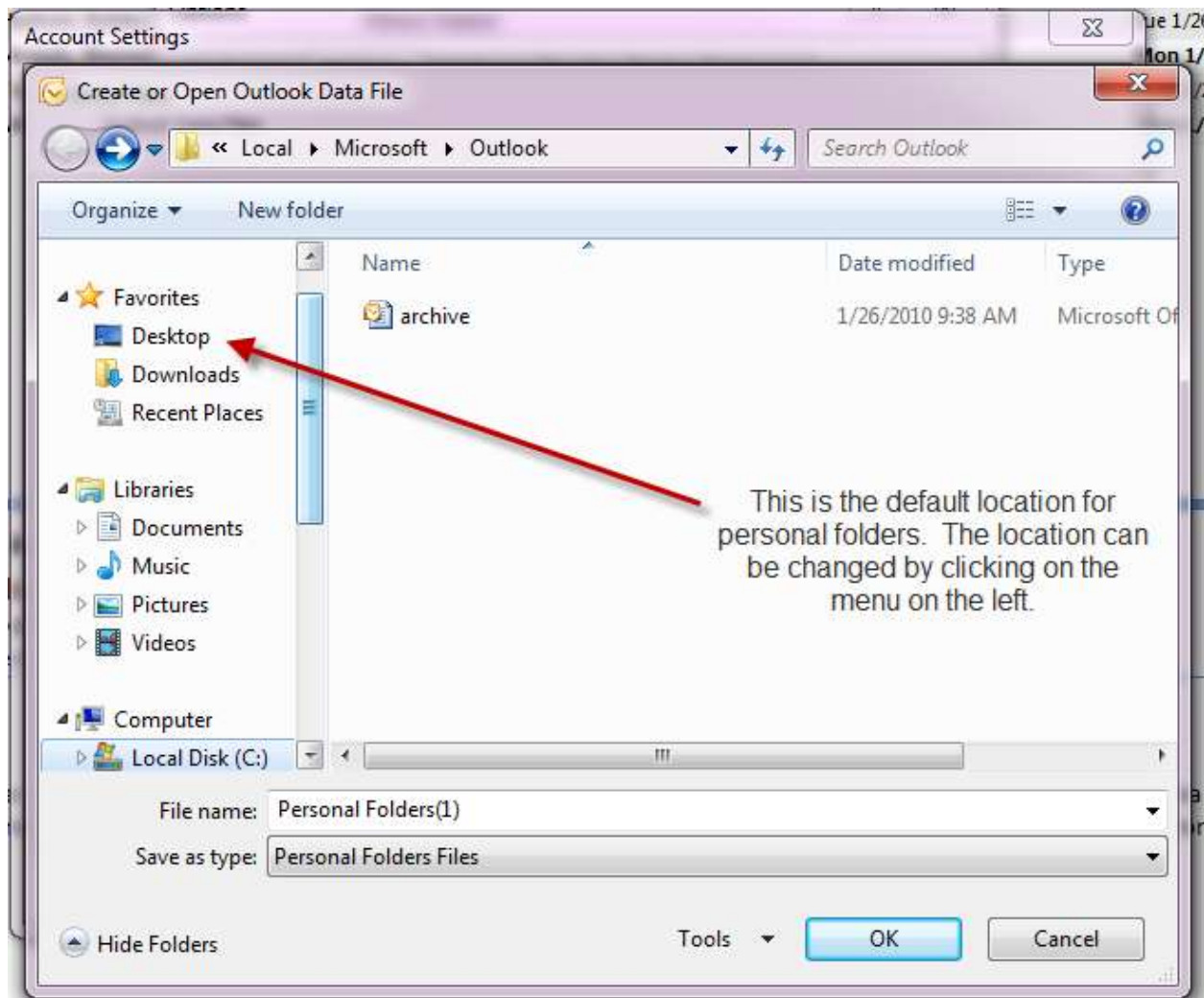


The New Outlook Data File window will appear

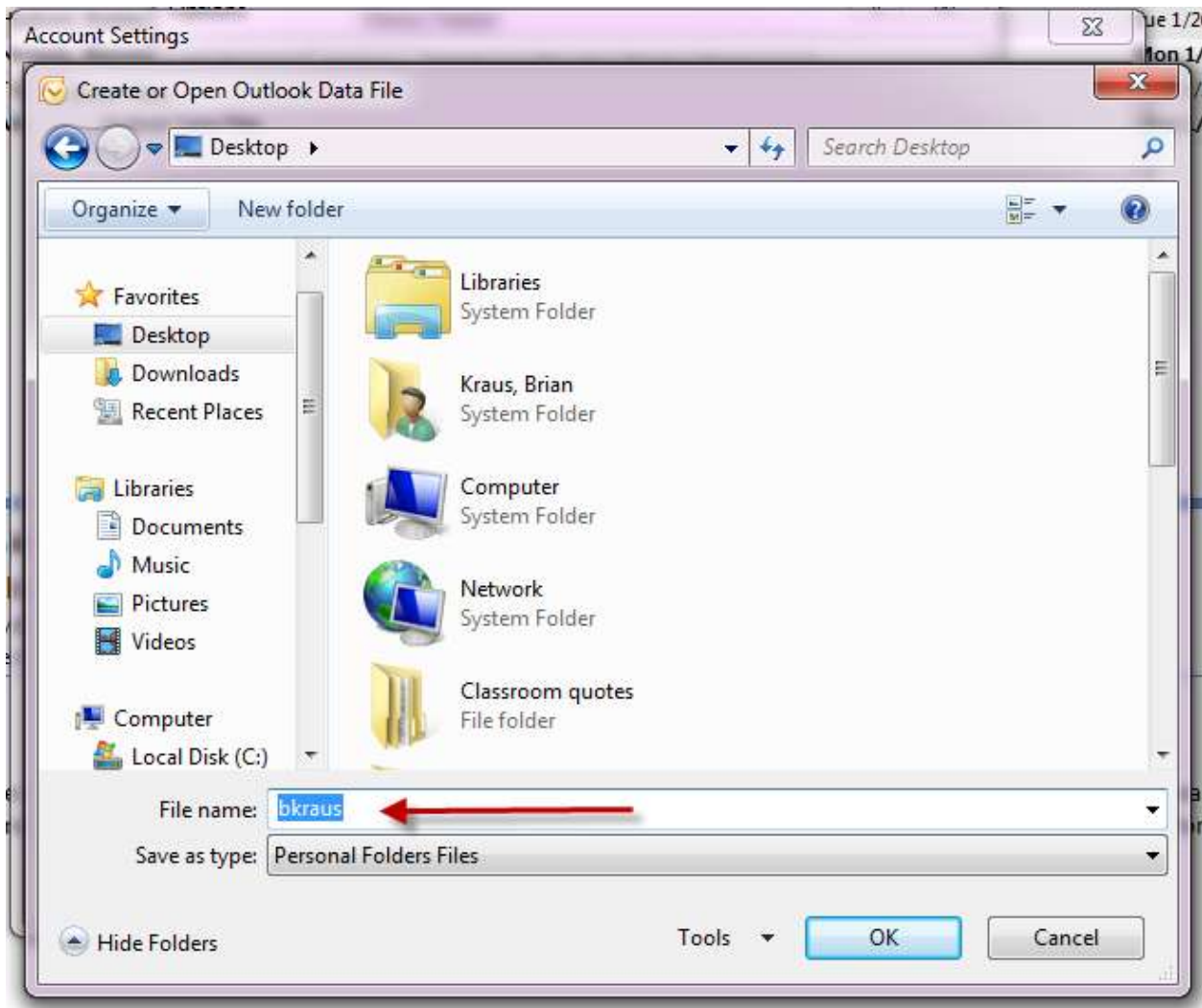


Click OK

The Create or Open Outlook Data File window will appear. This gives you the opportunity to decide where you want to save your personal folders and the mail you put in them. For this example, we will save the personal folders to the desktop.



After clicking on Desktop, rename the file in the File Name box. It is recommended that you personalize the file with your first initial and last name.



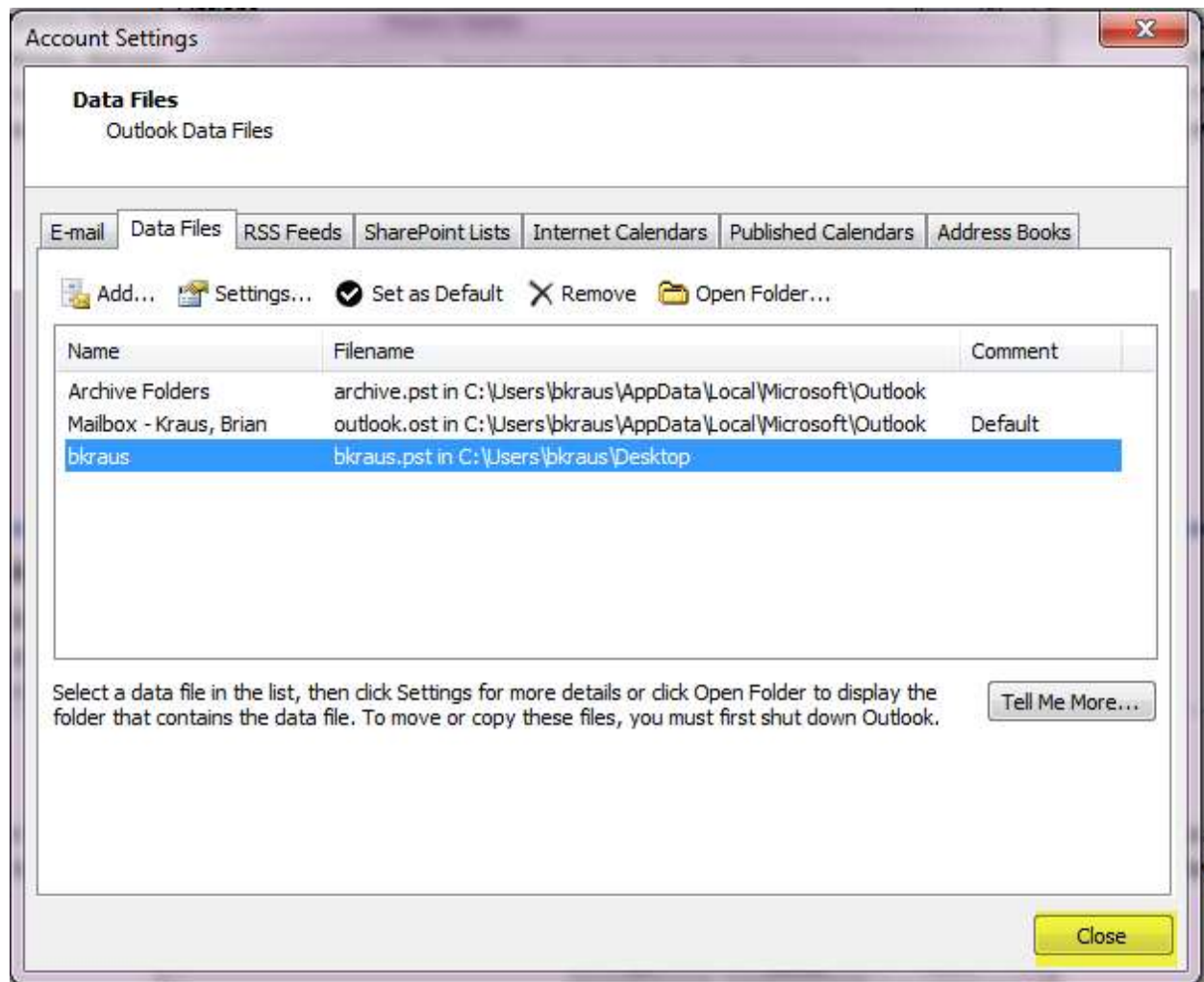
The Create Personal Folders window will appear.



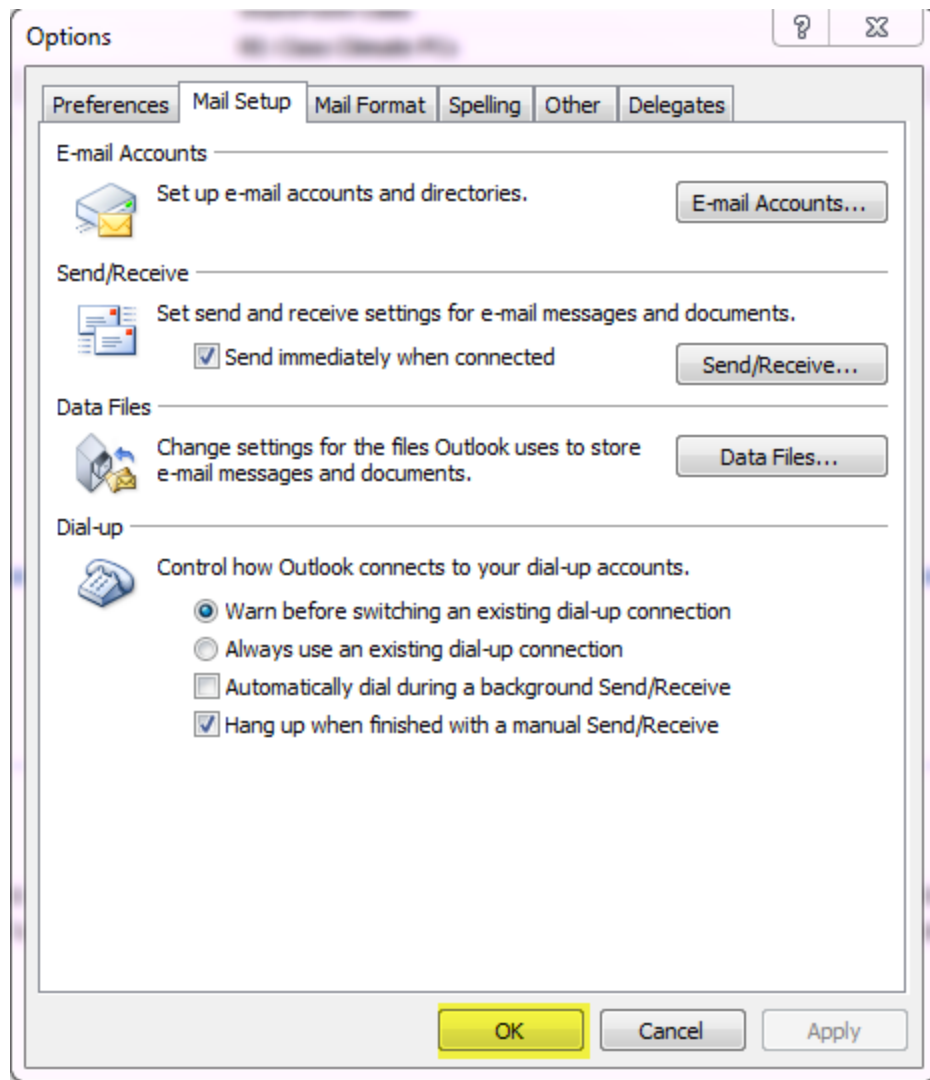
Name your personal folders in the Name box. The name that you type in this box will be what appears in Outlook. Click OK.



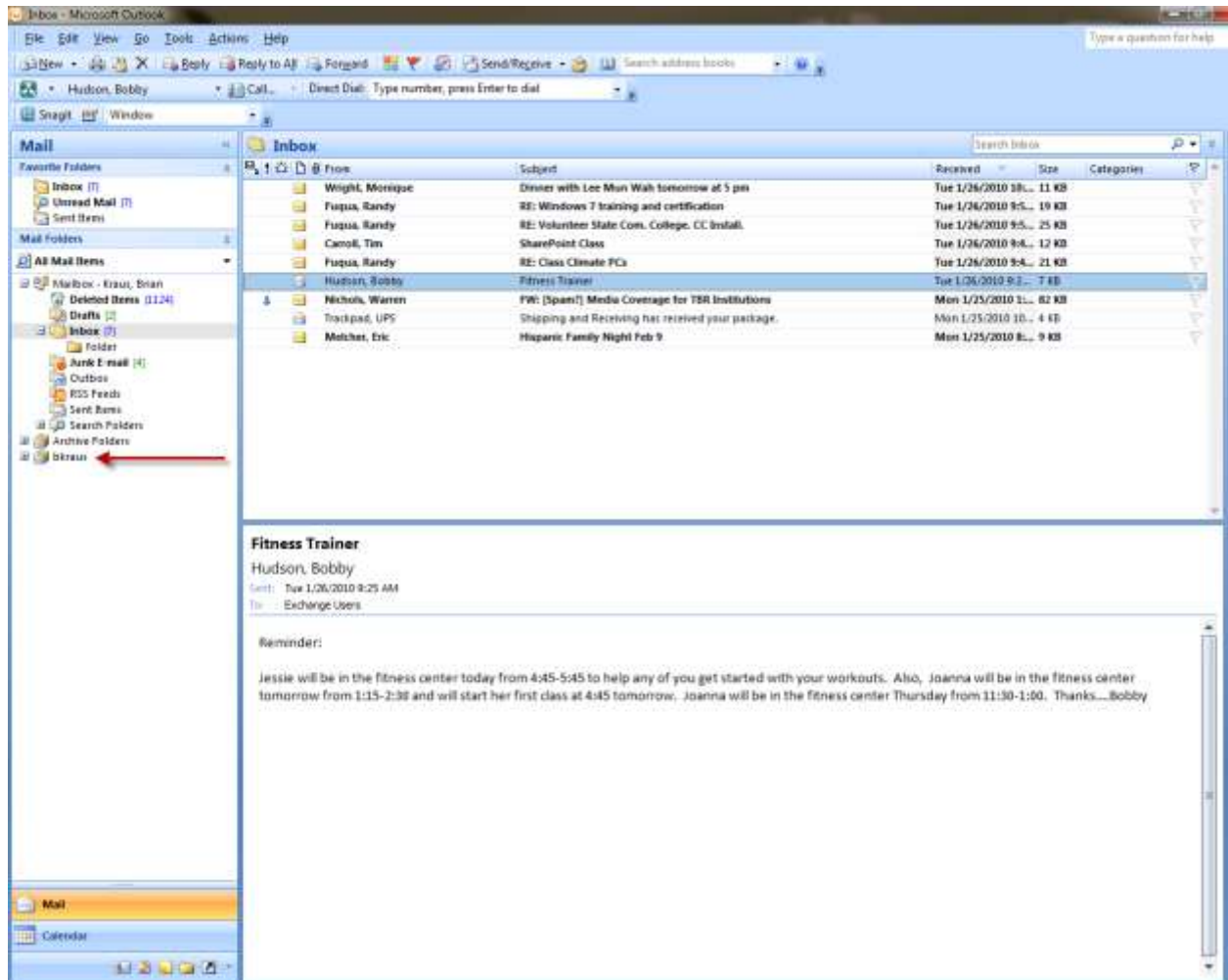
The newly created personal folders will appear in the Account Settings window. Click Close.



Click OK on the Options window.



You should now see your personal Folders in the Mail Folders section of Outlook.



You will now be able to create subfolders and drag and drop mail and folders into your personal folders.